Access Management Group Project Initiation

Revised 11-Aug-05 Reese

The steps below outline the procedure for initiating a new Access Management project. The steps for initiation can commence once we receive a letter from another agency (usually a DOT District Office, Division Office, or Roadway Design/C/A Committee) to analyze a development's traffic impacts. The request letter should be dated as to when we (Access Management) received the request, and this is the "log-in" date on our database. The request letter should be accompanied by a site plan of the development (large full size sheet(s)) and/or a traffic impact analysis (TIA) developed by a private engineering firm.

- **Verify receipt of site plan and electronic Synchro files**. If the project is a TIA review, verify that a site plan and electronic Synchro files (by disk or email) were submitted from the firm. If these items are not included with the TIA, call or email the project engineer for the firm directly (name of individual who sealed the TIA) and request these items. If the TIA is unsealed, advise Teresa before continuing project initiation. Check the space on the folder label marked "req synchro/site plan" upon receipt of this data.
- **Project number**. Access Management projects are classified with a nine-digit filename in the format: "SC-XXXX-YYY". All projects begin with "SC" (special commercial) at this time. "XXXX" is the four-digit year in which the project is "logged-in" to the database. "YYY" is the sequential three digit file number (e.g. the first project logged-in in 2003 was SC-2003-001, the second was SC-2003-002, etc.). Ask Teresa to determine the appropriate SC number before proceeding with initiation. Pull the binder labeled "Special Commercial Book" and enter the SC number provided by Teresa. Write a few words about the development name, county, route, and log-in date. The four check marks to the right can be checked later when these elements are done.
- **Log the project onto the Access Management database**. The path to the Microsoft Access database is <S:\Apps\CM\AReview\AReview.mdb>. After logging in, hit the "Login New Jobs" button. Enter the appropriate "SC#", "County", "Division" (automatic), and "Description" ("name" in log book) as written into the log book in the first step. The "Route" should list the primary route where the development is located followed by the intersection route if applicable (e.g. "US 70 (Glenwood Ave.) at SR 1234 (Jones Rd.)"). The "Request From" block is from whom the request letter came from. "Review Type" should be selected depending on the type of request. If the request comes from the Control of Access and Right of Way Disposal Committee, "C/A REQUEST" should be selected. If the request comes from Gary Rhodes or Carl Barclay in Encroachment Review in Design Services, then "ENCROACHMENT" should be selected. Most projects will have a review type "TRAFFIC IMPACT", especially those that include a TIA. The "TIP PROJECT" space is to list all active TIP projects in the vicinity, and the "PROJECT #'s" space is to list adjacent SC projects (data for both of these spaces will be acquired in future steps). The "Date Received" is the date the request letter was received by us. Enter the engineer's name that the project is assigned to or Teresa, if unassigned. If the project comes as a C/A REQUEST, then assign to "Jim".

- **Set up a project label and folder**. Close all open instances of Microsoft Word on your computer. In the database, click the "Make Label" button; the tab data will be input automatically. If not input in the label, enter missing tab data if necessary. Enter the "Active local TIP projects" and "Nearby related SC projects" information after this data has been acquired in the following steps (can be handwritten). Acquire an empty folder (preferably the sturdy green ones) and affix the completed project label with tape. The top stub goes on the folder tab, the large block goes on the inside of the folder a few inches below the tab, and the lower block goes on the report cover that binds the background data. Check the spaces on the label marked "log book" and "database" as the data has been keyed into the log book and onto the database.
- **Enter the project data into the map book**. Access Management's map book is located in the file room/TCEO library in the flat files as labeled "County Maps". Find the most specific applicable county map and/or inset that locates the project. With a highlighter and pen, "X" the approximate location of the site and label the SC number. Also write the SC number and development name somewhere on the margin of the map that was marked. If any other SC projects are close to this SC project (within a mile), enter the close SC project numbers on the file folder label under "Nearby Related SC Projects" and on the database under "PROJECT #'s". Check the space on the folder label marked "map book".
- **Locate the appropriate thoroughfare plan**. Thoroughfare plans are typically 11"x17" or full size sheets mapping the location of existing and proposed regional thoroughfares. Thoroughfare plans are located in the file room in folders sorted by Division and then by city/county. Seek the appropriate thoroughfare plan for this project by its county and/or city. If a full size sheet with the latest plan is not visible, an 11x17 copy of the plan may be located in a larger statewide planning document in the folder. Make a copy of the latest approved thoroughfare plan and insert into the project file. Write the SC number on the thoroughfare plan copy, and check the space on the folder label marked "thoroughfare plan" or write "none" if one does not exist.
- **Check for nearby TIP projects**. Check the TIP by using this link: <http://www.ncdot.org/planning/development/TIP/TIP/Trans/>. After selecting the division, go to its interactive "project map". Click on any TIP projects in the locale of the SC project. A pop-up window will appear that outlines details on that TIP project. Print out the "pop-up" TIP data from all TIP projects adjacent to the SC project and insert in the project folder. In addition to the project map, also check the actual TIP document for the given county by using this link: <http://www.ncdot.org/planning/development/TIP/TIP/>; review all TIP entries for that county to see if any additional TIP projects are scheduled for the SC project area and print TIP data as appropriate. If you have access to the mainframe, please also print out data (let date) specific to the applicable TIP project(s). Enter the adjacent TIP project(s) into the database and in the "Active Local TIP Projects" space on the project file label. Write the SC number in the corner on the printed TIP data pages, and check the space on the folder label marked "TIP info" or write "none" if one does not exist. If no TIP project exists, email Mike or Regina and provide the SC # and the appropriate WBS element (.17.5 for TIA reviews; .17.6 for CA reviews; .17.7 for special or roundabout reviews) for input into TimeTrak. If the development is on a TIP project, email Mike or Regina SC # and the appropriate WBS element for the most significant/largest

active TIP project in the study area. The appropriate WBS element can be determined via the "TIP – WBS Lookup" button in the Access Management database. Enter the WBS number in the appropriate space on the folder label.

- **Print applicable TIP plan sheets and letters.** Print out the roadway plan title sheet and applicable roadway plan sheets (within TIA study area). If the TIP project has been let to contract in 2004 or later, use this link: <\\Etsplan\plans>; if the project was let in 2003 or prior, use this link: <\\Dot-stor01\etsplan\Archived>. Roadway plan sheets are in the subdirectory "Title+Plans" with the title sheet as the file number with the *highest* number. Other applicable roadway sheets can be determined from the title sheet. Be sure to note on the plans and in the bullet list if a driveway is proposed within the C/A limits on the TIP project. If a "Signals" directory is included with this TIP project, print the signals title sheet and the *final* signal designs (not temporary/intermediate) for the signals studied in the TIA. If a "Signing" directory is included with this TIP project *AND* the project was let within the last ten years or so, print the signing title sheet and any applicable signing sheets that show speed limits for the routes studied in the TIA. If a "Pavement" directory is included with this TIP project, print the pavement marking sheets for routes studied in the TIA (these sheets can be used in a later step to verify lane storages). If the TIP project has *not* been let, but has passed the R/W date, map to the roadway directory using the TIP number (SrvConn.exe; check R: drive) and select the "Roadway" subdirectory, then the "Proj" subdirectory. The "tsh" file is the title sheets, and the "psh" files are the plan sheets; plot applicable files using Microstation (edges of pavement, drainage, and property/ROW lines need to remain; utility levels can be turned off). Check the spaces on the folder label marked "TIP plans" or write "none" if no plans exist. Also check for presence of a Plan Review Folder, and photocopy yellow copies of all plan review letters for the TIP project. Check the spaces on the folder label marked "Plan Rev Letter" or write "none" if no letters exist.
- **Acquire the average daily traffic (ADT) map** via the following link: <http://www.ncdot.org/planning/statewide/gis/DataDist/GISTrafSurvMaps.html>. Use the latest available "Traffic Survey County Maps" that have count data for all routes adjacent to or in close proximity to the SC project. Maps are available in "tif" files. If some or all ADT data are unavailable on the latest map set, try the previous year or two (also try urban maps). Print out the appropriate ADT maps for the SC project at 11"x17". It would also be helpful to highlight the area where the proposed development is to be located. Write the SC number in the corner on the printed ADT data pages, and check the space on the folder label marked "ADT" or write "none" if data does not exist.
- **Acquire aerial information and maps for the project**. First, acquire and print area data (maps) from <www.MapQuest.com> or <http://maps.yahoo.com/>. Aerial data is best acquired via <\\TECC223016\aerial$> or from county GIS information <http://www.lib.ncsu.edu/stacks/gis/counties.html> or from <http://terraserver-usa.com/address.aspx> (whichever provides the most recent aerials). Zoom and pan to an appropriate size and print the map (looking for intersections, driveways, etc). It is best to provide an aerial for the development area, and then provide aerials zoomed in to specific intersections (including all full lane storages) studied in the TIA. Be sure to label the proposed site and roads on all aerials. You can also check with photogrammetry for flight missions over your site. Write the SC number

in the corner on the printed maps and aerial pages, and check the space on the folder label marked "Aerial".

- **Acquire signal information for any signalized intersection in the study area.** Go to the signal database <O:\Signal Database\Signal_Inventory.mdb>. Search for the intersection by road name. Get the signal inventory number, and print the page. Email Dylan Ward and request the electronic signal plans for all necessary intersections. Be sure to include any TIP signal plans in the signal section of the binder. Write the SC number in the corner on the printed maps and aerial pages, and check the space on the folder label marked "Signal Plans".
- **Verify existing or TIP proposed turn lane storages and node distances.** If a portion of the TIA study area is on a recent TIP project, use the TIP pavement marking plans to measure the length of proposed turn lanes at intersections (measured from the stop bar station to where full lane storage ends/beginning of the taper). Recent signal plans (within the last five years) may also be used to check lane storages. In the absence of recent signal or pavement marking plans, lane storages can be scaled from aerials. All lane storages should be clearly marked on the documents to which they apply for easy verification. The distances between all existing and proposed nodes (intersections) studied in the TIA should also be clearly marked in the TIA. Check the space on the folder label marked "storages".
- **Verify existing speed limits (SL).** If recent TIP signing plans are present, circle the SL to indicate the existing or proposed speed limits for applicable routes studied in the TIA. SL can also be verified from recent signal plans (sealed within last five years). If recent signing or signal plans are not present, speed limits should be verified via an email from the District/Division or from a documented field visit. Upon receipt of SL verification for all applicable routes, check the space on the folder label marked "verify SL".
- **Signal Analysis Checklist (SAC).** Use text output from the PEF Synchro files to run the SAC program. Print the output files (all macro and micro as needed) for inclusion with the binder. Check the space on the folder label marked "SAC" when completed.
- **Traffic Engineering Accident Analysis System (TEAAS).** Run a TEAAS report (previous three years) for critical existing intersections or corridors analyzed in the TIA (may need to check with the engineer to determine). Print the output documents for inclusion with the binder. TEAAS reports should not be run for routes that will be widened/improved by an impending TIP project (add note to folder stating why TEAAS not run). Check the space on the folder label marked "TEAAS" when completed, or mark "n/a" if it is determined that a TEAAS run is impractical or unnecessary.
- **Bind and tab.** Upon completed collection of the aforementioned items, hole punch and bind all collected data. Tab all major sections/figures of the binder and the TIA respectively with tape flags. Check the space on the folder label marked "tab bkgd folder and TIA" as completed.
- **Bullet List.** Develop and print a cursory bullet list noting any major issues, abnormalities, or oversights in the TIA that the engineer should be made aware of. Check the spaces on the folder label marked "TIA review" as completed.
- **Send folder and data to the assigned engineer or Teresa for project assignment**.